

**BY ORDER OF THE COMMANDER  
433D AIRLIFT WING**

**433 AIR FORCE INSTRUCTION 91-302**

**15 FEBRUARY 2012**

***Safety***

***HANGAR DOOR OPERATION***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 91-3, *Occupational Safety and Health*. This instruction extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management* Air Force Reserve Command (AFRC) Supplement (Sup) 1, *Aircraft and Equipment Maintenance Management*. It provides guidance and procedures on creating, managing, and disseminating directive and non- directive publications and forms throughout the 433 Airlift Wing (AW). It establishes procedures and precautionary measures for the proper training and operation of hangar doors. It applies to all 433 AW units who prepare, manage, review, certify, approve, disseminate and/or use official Air Force publications and forms. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form Tool 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processed prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records* and dispose of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

***SUMMARY OF CHANGES***

It provides guidance and procedures on creating, managing, and disseminating directive and non-directive publications and forms throughout the 433 Airlift Wing (AW).

**1. Training:**

1.1. Flight chiefs will ensure development of training plans for all powered hangar doors within their control to include, at a minimum, door operation, hazards and emergency procedures.

1.2. Training plans will be reviewed annually, or if conditions change, for accuracy and content. NOTE: It is the Flight Chief responsibility to document the annual review.

1.3. Supervisors Will Ensure:

1.3.1. All personnel who work in buildings having hangar doors receive annual hangar door awareness training.

1.3.2. All personnel required to operate hangar doors (powered and non-powered) receive initial awareness training and annual operators training before they operate hangar doors.

1.3.3. Training is documented in the Maintenance Information System (MIS). NOTE: For personnel not on the MIS follow documentation procedures in paragraph 1.3.4.

1.3.4. Training for personnel not in the MIS is documented on individual's AF Form 55, *Employee Safety and Health Record*.

1.3.5. Training updates to the MIS will be documented on AF Form 2426, *Training Request and Completion Notification*, signed by the supervisor or trainer and forwarded to the Training Flight for tracking.

## **2. Procedures:**

2.1. Work centers having powered hangar doors will develop a detailed step-by-step operating checklist to be routed through the Quality Assurance Office and approved by the 433d Maintenance Group Commander.

2.1.1. Checklists will contain emergency contacts, telephone numbers and the name(s) of the building custodian(s).

2.1.2. Checklists will be mounted near the door controls.

2.1.3. Checklists will be reviewed bi-annually and/or updated if conditions change.

2.2. Powered doors equipped with manual over-rides will not be operated in manual mode without first locking/tagging out automatic controls in accordance with Air Force Occupational Safety and Health Standard (AFOSH) 91-501, *Air Force Consolidated Occupational Safety Standard* and where applicable, 433d Maintenance Group Operating Instruction (MXG OI) 21-119, *Lockout/Tagout Procedures*.

2.3. Hangar Door Area Markings will be in accordance with applicable directives.

2.4. Procedures for manually operated hangar doors.

2.4.1. Ensure that the area is clear of personnel and equipment and that the tracks are free of debris.

2.4.2. Vehicles will not be used to move hangar doors.

2.4.3. Push/pull doors open only as far as required for the task, close and secure the hangar doors as required when task is completed.

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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-3, *Occupational Safety and Health*, 27 September 1993

AFI 21-101\_AFRC Sup 1, *Aircraft and Equipment Maintenance Management*, 13 January 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

AFOSH 91-501, *Air Force Consolidated Occupational Safety Standard*, 7 July 2004

MXS OI 21-119, *Lockout/Tagout Procedures*

***Adopted Forms***

AF Form 55, *Employee Safety and Health Record*

AF Form 2426, *Training Request and Completion Notification*

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFOSH**—Air Force Occupational Safety and Health Standard

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AW**—Airlift Wing

**MIS**—Maintenance Information System

**MXG**—Maintenance Group

**MXGQ**—Quality Assurance

**OI**—Office Instruction

**OPR**—Office of Primary Resource

**RDS**—Records Disposition Schedule

**SUP**—Supplement